



# **Rehabilitation and Emergency Loan Programs System Guide**

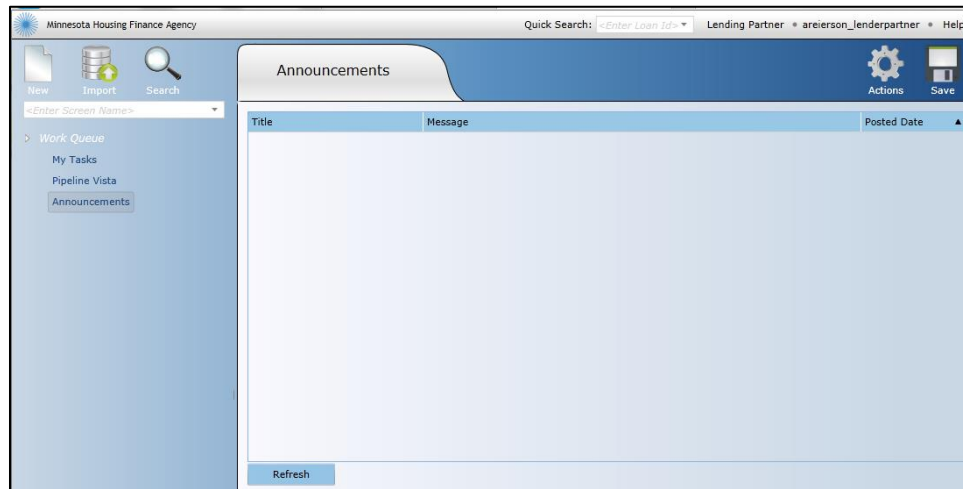
*April 22, 2019*

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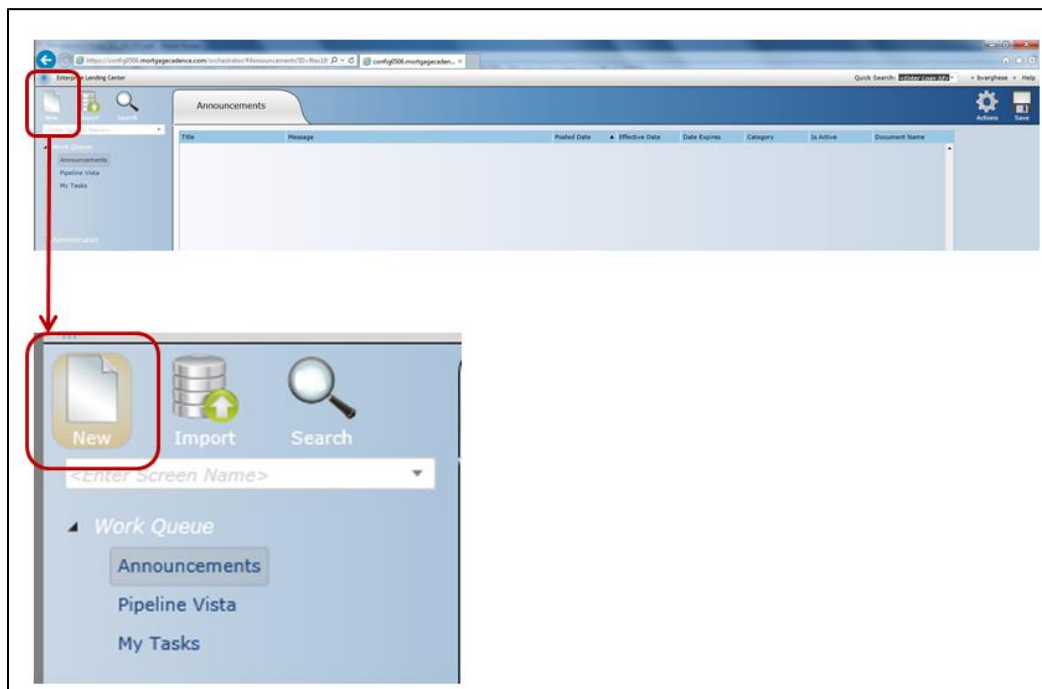
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## Announcements

After logging into the ELC, the initial landing page will be the Announcements page.

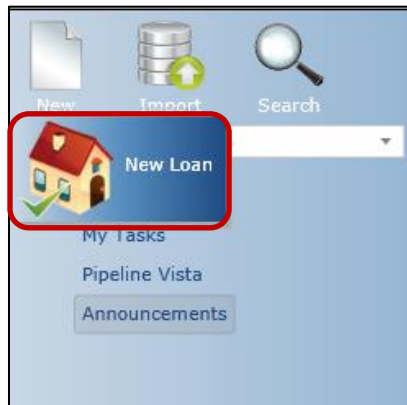


To start a new loan, click on the **New** icon in the upper left corner.



## Products and Pricing Wizard

Click on the **New Loan** icon:



The **Products and Pricing Wizard** will open.

 A screenshot of a window titled 'Products And Pricing Wizard'. On the left is a 'Wizard Navigation' pane with a list: 'Client Selection' (highlighted), 'Product Selection', 'Product Validation', '1st Mortgage Pricing Screen', and 'Rate Lock'. The main area is titled 'Client / Branch Selection' and contains several input fields: 'Client / Branch\*' with a search icon and a dropdown menu, 'Channel\*' with a dropdown menu, 'Op Center\*' with a dropdown menu, 'Loan Officer' with a dropdown menu, and 'Lender Loan Number' with a text input field. At the bottom right are four buttons: 'Back', 'Next', 'Save and Exit', and 'Cancel'. A 'Quick Search:' label is in the top right corner.

## Client Selection

The first screen in the Wizard will be the **Client Selection** screen.

- On the Client Selection screen, the following information must be entered:
  - Client/Branch – This will be pre-populated with the name of the lender partners company.
  - Channel – Select **Rehabilitation / Emergency**.
  - Ops Center – Select **Correspondent Ops Center**.

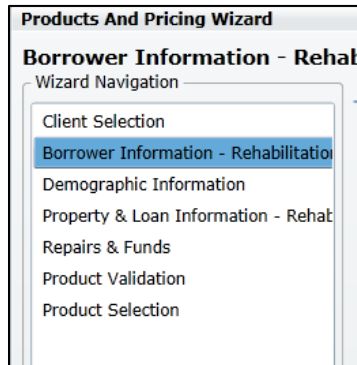
The screenshot shows the 'Client Selection' screen of the 'Products And Pricing Wizard'. On the left is a 'Wizard Navigation' menu with options: Client Selection, Borrower Information - Rehabilitation, Demographic Information, Property & Loan Information - Rehab, Repairs & Funds, Product Validation, and Product Selection. The main area is titled 'Client / Branch Selection' and contains fields for 'Client / Branch\*' (pre-filled with 'NeighborWorks Home Partners'), 'Channel\*' (a dropdown menu with 'Rehabilitation / Emergency' selected and highlighted by a red box), 'Op Center\*' (a dropdown menu with 'Correspondent Ops Center' selected), and 'Loan Officer' (a dropdown menu with 'Reierson, Annie' selected). There is also a 'Lender Loan' field.

- Select the **Loan Officer** name from the dropdown menu.
- Lender Loan Number** is an optional field.
  - To continue, use the **Back** and **Next** buttons on the bottom right of the wizard.
  - If you need to jump to a specific section, you can use the Wizard Navigation menu on the left side of the screen.

This screenshot shows the same 'Client Selection' screen. A red box highlights the 'Client Selection' option in the 'Wizard Navigation' menu on the left. A red arrow points from this box to the 'Back' and 'Next' buttons at the bottom right of the screen, which are also enclosed in a red box. The 'Channel\*' dropdown is now closed, and the 'Lender Loan Number' field is visible.

## Borrower Information- Rehabilitation/Emergency

4. The next screen in the wizard is the **Borrower Information** screen.



- Complete the required fields on the screen:
  - Borrower First Name
  - Borrower Last Name
  - Borrower SSN
  - Marital Status
  - Will Occupy Subject Property
  - DOB
  - Phone Number
  - Household Income
  - Household size

(Tip: When entering dates on the screen, use the right arrow or / on your keyboard to avoid using the mouse).

Check this box if there are more than two borrowers. Add an application for those additional borrowers from the loan summary screen. ☐

If using this system to generate Mortgage documents: click here to enter additional interested parties. ☐

- If there are more than two borrowers, check the box for additional borrowers. You can then add an application for those additional borrowers from the loan summary screen. See “Loan Commitment System: Basic Navigation and Loan Maintenance” for detailed instructions on adding additional borrowers.
- If using this system to generate Mortgage documents, check the box to enter additional interested parties. If checked, this will populate an additional field in the menu.

**Products And Pricing Wizard**

**Mortgagors**

Wizard Navigation

- Client Selection
- Borrower Information - Rehabilitation
- Demographic Information
- Mortgagors**
- Property & Loan Information - Rehab
- Repairs & Funds
- Product Validation
- Product Selection

- Complete the fields on the **Mortgagors** screen:

**Interested Parties**

**Borrowers** Borrowers sign the Note, Mortgage, and all other loan documents. Borrowers are obligated to make loan payments and are on title. Indicate all Borrowers on the Borrower Information screen(s). If there are more than two Borrowers, check the box for Additional Applications (Borrowers) on the Borrower Information screen (under the Borrower(s)' data.)

**Additional Mortgagors** Additional Mortgagors are on the property title. Additional Mortgagors are not Borrowers so they only sign the Mortgage. They do not sign the Note. Additional Mortgagors (who are on title but are not Borrowers) are not obligated to make loan payments.

**Cosigners** If there are Cosigners, check the box for Cosigners on the Borrower Information screen (under the Borrower(s)' data). Cosigners are not allowed under all programs. Consult the appropriate program manual.

**Mortgagors**

**Enter all Mortgagors and Relationship to Each Other**  
(All those on title, including all Borrowers, as you want them to appear on the Mortgage.)

Are There Any Additional Mortgagors Who Will Be On Title But Who Are Not Borrowers? ☐

**Additional Mortgagor Names (These names will appear on the Mortgage only)**

**Do not include Borrowers or Cosigners**

First Name  Last Name

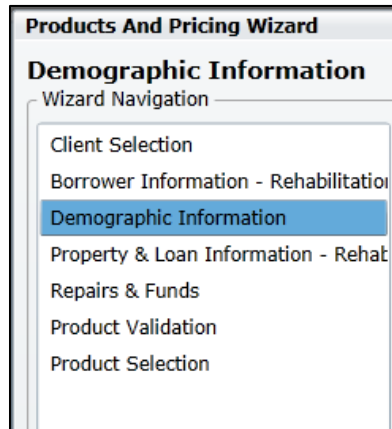
First Name  Last Name

...  ...

After completing the fields, navigate to the next screen using the **Next** icon at the bottom of the screen.

## Demographic Information

5. The next screen is the **Demographic Information** for the Borrower.



- All fields in this screen are required.
- This screen requires scrolling up/down, as well as left/right to navigate.
- Once all fields are completed, select **Next** to move to the next screen.

The screenshot shows the 'Demographic Information of the Borrower' screen. It includes a 'Wizard Navigation' pane on the left with 'Demographic Information' selected. The main area is divided into sections for 'Demographic Information of the Borrower' and 'Demographic Information of the Co-Borrower'. Each section has 'Ethnicity' and 'Race' fields with checkboxes and text input boxes. The 'Next' button at the bottom right is highlighted with a red box.

**Demographic Information of the Borrower**

**Ethnicity:** Check one or more

☐ Hispanic or Latino

☐ Mexican ☐ Puerto Rican ☐ Cuban

☐ Other Hispanic or Latino - Print origin:

For example: Argentinian, Colombian, Dominican, Nicaraguan, Salvadorian, Spaniard, and so on.

☐ Not Hispanic or Latino

**Sex**

☐ Female ☐ Male

**Race:** Check one or more

☐ American Indian or Alaska Native - Print name of enrolled:

☐ Asian

☐ Asian Indian ☐ Chinese

☐ Japanese ☐ Korean

☐ Other Asian - Print race:

For example: Hmong, Laotian, Thai, Pakistani, Cambodian

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☐ Native Hawaiian ☐ Guamanian or

☐ Other Pacific Islander - Print race:

For example: Fijian, Tongan, and so on.

☐ White

**Demographic Information of the Co-Borrower**

**Ethnicity:** Check one or more

☐ Hispanic or Latino

**Race:** Check one or more

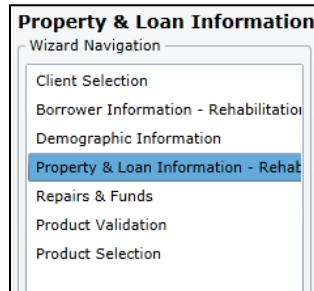
☐ American Indian or Alaska Native - Print name of enrolled:

Buttons: Back, Next, Save and Exit, Cancel



## Property & Loan Information

6. Next, complete the **Property & Loan Information** Screen.



- The required fields in Subject Property Information are:
  - Property Street, City and Zip Code
  - County
  - State
  - Property Type
  - Number of Units
  - Date Acquired
- The required fields under Loan Information are:
  - Program
  - Lien Type
  - Loan Amount
  - Loan Term
  - CLTV
  - Is the Property Subject to a Reverse Mortgage

**Property & Loan Information - Rehabilitation / Eme**

Wizard Navigation

- Client Selection
- Borrower Information - Rehabilitation
- Demographic Information
- Property & Loan Information - Rehab**
- Repairs & Funds
- Product Validation
- Product Selection

**Subject Property Information**

Property Street  Property City

Zip Code  County  State

Census Tract  Target/Non Target

Property Type  Units  Year Built  Date Acquired

Property Value  Valuation Method  Number of Bedrooms

Mobile / Manufactured  Mobile Home Park ☐ Yes ☐ No Estate Will Be Held In

Lead Paint Inspection Required? ☐ Yes ☐ No Property Identification Number

Legal Description

**Loan Information**

Program  Lien Type

Loan Amount  Term (Months)  CLTV

Is This a Contract For Deed? ☐ Yes ☐ No Contract for Deed Holder

Is The Property Subject To a Reverse Mortgage? ☐ Yes ☐ No

Back Next Save and Exit Cancel

- Complete all applicable fields and select **Next**.

## Repairs & Funds

7. The next section to complete is **Repairs & Funds**.

**Repairs & Funds**

Wizard Navigation

- Client Selection
- Borrower Information - Rehabilitation
- Demographic Information
- Property & Loan Information - Rehab
- Repairs & Funds**
- Product Validation
- Product Selection

- In this section, enter the amount of **Repair Types and Cost Breakdown**. The total of these amounts should equal the loan amount plus any supplemental funds
- If you are layering the loan with additional funds, include the type and amount of **Supplemental Funding** in the second column.

**Products And Pricing Wizard**

**Repairs & Funds**

Wizard Navigation

- Client Selection
- Borrower Information - Rehabilitation
- Demographic Information
- Property & Loan Information - Rehab
- Repairs & Funds**
- Product Validation
- Product Selection

**Disclose Repair Types & Cost Breakdown**  
Indicate the cost for each applicable repair

|                                    |  |
|------------------------------------|--|
| Accessibility                      |  |
| Air Conditioning                   |  |
| Closing Costs                      |  |
| Demolition Costs                   |  |
| Doors                              |  |
| Electrical                         |  |
| Exterior Finishing                 |  |
| Foundation                         |  |
| Garage                             |  |
| Heating & Ventilation              |  |
| Insulation                         |  |
| Interior Finishing                 |  |
| Landscaping                        |  |
| Lead Abatement                     |  |
| Mold Remediation                   |  |
| Plumbing                           |  |
| Radon Mitigation                   |  |
| Roofing                            |  |
| Siding                             |  |
| Site Preparation                   |  |
| Soft Costs                         |  |
| Structural Additions & Alterations |  |
| Windows                            |  |

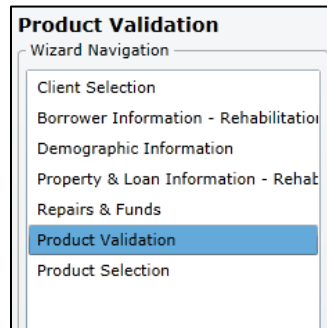
**Disclose External Funding Supplementing The Subject Minnesota Housing Loan**  
(Do not include the subject loan proceeds) Indicate the amount for each applicable source of funding

|   |  |
|---|--|
| Borrower Contribution   |  |
| FEMA  |  |
| Gift  |  |
| Grant   |  |
| Insurance Proceeds  |  |
| SBA   |  |
| Weatherization  |  |
| Other Supplemental Funds Source                                     |  |
| Other Minnesota Housing Financing (in addition to the subject loan) |  |
| <b>Total of Supplemental Funds</b>                                  |  |

Back Next Save and Exit Cancel

## Product Validation

8. Select **Next** to navigate to the next screen, **Product Validation**.



- Select 120 for the **Lock Period**, and Fixed for **Rate Types**.
- Then click on the **Run Eligibility** icon.

The screenshot shows the 'Products And Pricing Wizard' with the 'Product Validation' step selected in the left pane. The main area contains the following sections:

- Eligibility Criteria:**
  - Mortgage Types:** ☒ Portfolio
  - Terms:** ☐ 5 Year, ☒ 10 Year, ☐ 15 Year, ☐ 20 Year, ☐ 25 Year, ☒ 30 Year
  - Lock Periods:** ☐ 15, ☐ 30, ☐ 45, ☐ 60, ☐ 90, ☒ 120, ☐ 180
  - Rate Types:** ☒ Fixed, ☐ ARM
- Loan Information:**
  - Borrower Goal: [Dropdown]
  - Target Price: [100]
  - Monthly Debt: [\$0.00]
  - Monthly Income: [\$0.00]
  - Annual Taxes: [\$0.00]
  - Annual Insurance: [\$0.00]
  - Monthly HOA: [ ]
  - Waive Escrows: ☐
- Loan Characteristics:**
  - Assumable: [Dropdown]
  - Demand Feature: [Dropdown]
  - Finance Charge Refundable: [Dropdown]
  - Convertible: [Dropdown]
  - Late Charge: [Dropdown]
  - Interest Only: [Dropdown]
  - Balloon: [Dropdown]
- Prepay:** [Dropdown]
- Construction:** [Dropdown]
- Buydown:** [Dropdown]

At the bottom, there is a 'Run Eligibility' button (highlighted with a red box) and a 'Cancel' button. Below these buttons, it says 'Eligibility Results 0/0 \* Taxes and insurance not included on second lien loans.' and a 'Sorting' section with options: PITI, Rate, APR, Fees, Cash to Close.

- Select the Product under Eligibility Results and click **Next**.

Eligibility Results 2/2 \* Taxes and insurance not included on second lien loans.

☐ Only Show Selected      Sorting: PITI   Rate   APR   Fees   Cash to Close

Valid Products (1/2)

|   |              |              |          |                 |              |                           |        |              |
|---|--------------|--------------|----------|-----------------|--------------|---------------------------|--------|--------------|
| <input checked="" type="checkbox"/> Rehabilitation Loan | Rate: 0.000% | APR: 0.0000% | Price: 1 | PITI*: \$150.00 | Fees: \$0.00 | Cash To Close: (\$270.00) | Select | View Pricing |
|---|--------------|--------------|----------|-----------------|--------------|---------------------------|--------|--------------|

Conditionally Valid Products (0/2)

Invalid Products (1/2)

|   |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|
| <input type="checkbox"/> Emergency / Accessibility Loan |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|

III

Back   Next   Save and Exit   Cancel

## Loan Summary

9. After selecting the product, select **Save and Exit** to create your loan.
- The system will automatically exit the Wizard and bring you to the **Loan Summary** page.

The screenshot shows the 'Loan Summary - Rehabilitation / Emergency and' page for user Joe Smith. The form is titled 'Loan Information' and contains the following fields and sections:

- Program:** Rehabilitation (dropdown)
- Product:** Rehabilitation Loan (dropdown)
- Loan Amount:** 27,000.00
- Interest Rate:** 0.0000%
- Lien Type:** First (dropdown)
- CLTV:** 27.00
- Term (Months):** 180
- Forgiveness Term:** 180 months
- Lock Date:** 1/2/2019
- Lock Expiration Date:** 5/2/2019
- Lock Extended Date:** mm/dd/yyyy
- Is This a Contract For Deed?** Yes (radio), No (radio)
- Contract for Deed Holder:** (text field)
- Is The Property Subject To a Reverse Mortgage?** Yes (radio), No (radio)
- Pre-Close Review Complete:** mm/dd/yyyy
- Improvements Validated:** mm/dd/yyyy
- Cancel Loan:** (checkbox)
- Loan Cancellation Reason:** (dropdown)
- Borrower Information (Left):**
  - First Name: Joe
  - Middle Name: (text field)
  - Last Name: Smith
  - Name Suffix: (text field)
  - Marital Status: Unmarried (dropdown)
  - Date of Birth: 1/1/1950
  - Phone Number: (651) 321-6548
  - Will Occupy Subject Property: Yes (radio), No (radio)
- Borrower Information (Right):**
  - First Name: (text field)
  - Middle Name: (text field)
  - Last Name: (text field)
  - Name Suffix: (text field)
  - Marital Status: (dropdown)
  - Date of Birth: mm/dd/yyyy
  - Phone Number: (text field)
  - Will Occupy Subject Property: Yes (radio), No (radio)

At the bottom, there is a link: [If using this system to generate Mortgage documents: click here to enter additional interested parties.](#)

- Review the information for accuracy and make any changes as needed.

## True & Certify – Rehabilitation/Emergency

10. When the loan closed, after the Pre-Closing Review has been completed, and the rescission date has passed, the Lender will need to True & Certify the loan.

- Select the **True & Certify** field from the menu on the Left side of the screen.

- Complete the required fields to True & Certify the loan:
  - Close Date
  - Rescission Date
  - Maturity Date
  - Loan amount

## Attachments

Before completing the True and Certify process, you must upload and attach a copy of the closed loan file into the system. Follow these steps below to attach the closed loan file.

1. In the Actions menu, select **Attachments**.

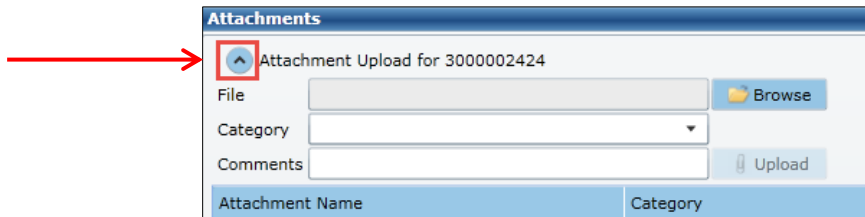


The Attachments dialog displays.

A screenshot of the 'Attachments' dialog box. At the top, it says 'Attachment Upload for 4000003647'. Below this are fields for 'File' (with a 'Browse' button), 'Category' (a dropdown menu), and 'Comments' (with an 'Upload' button). Below these fields is a table with the following columns: 'Attachment Name', 'Category', 'Attached Date', 'Attached By', 'Comments', and 'Delivery Status'. The table is currently empty. At the bottom right of the dialog are buttons for 'Resubmit', 'Refresh', and 'Close'.

## Attachment Upload

- Click the Attachments Upload caret, as shown:



**Attachments**

Attachment Upload for 3000002424

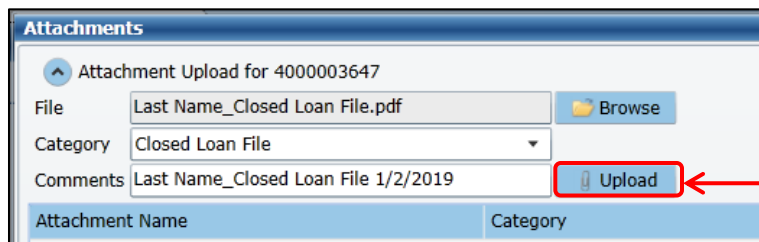
File  Browse

Category

Comments  Upload

| Attachment Name | Category |
|-----------------|----------|
|-----------------|----------|

- Click the **Browse** button to select an attachment.
- In the **Category** drop-down list, select a category.
- You can enter a comment in the **Comments** field.
- Click **Upload**. File will show under the attachments dialog box as shown below.



**Attachments**

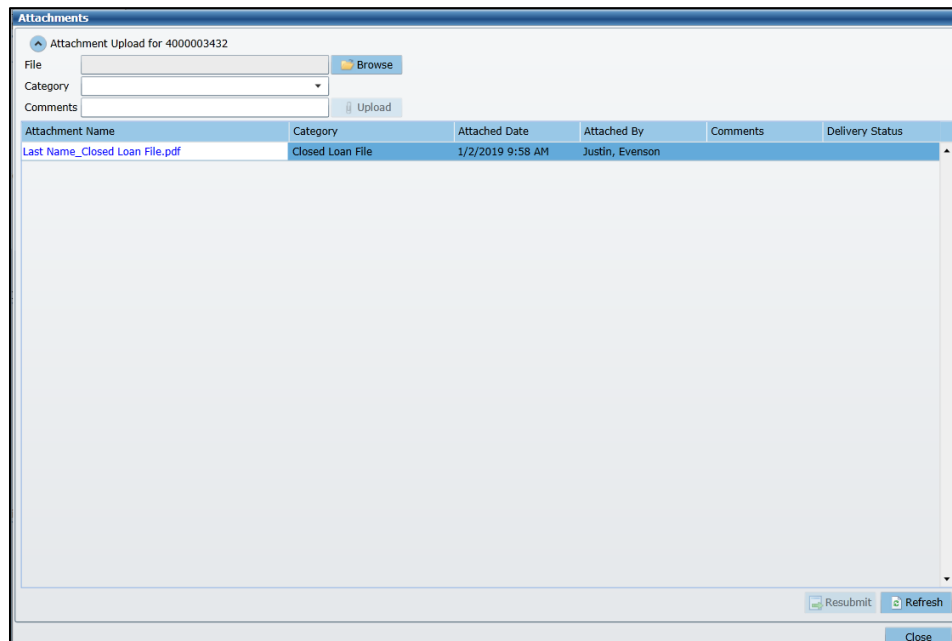
Attachment Upload for 4000003647

File  Browse

Category

Comments  Upload

| Attachment Name | Category |
|-----------------|----------|
|-----------------|----------|



**Attachments**

Attachment Upload for 4000003432

File  Browse

Category

Comments  Upload

| Attachment Name                | Category         | Attached Date    | Attached By     | Comments | Delivery Status |
|--------------------------------|------------------|------------------|-----------------|----------|-----------------|
| Last Name_Closed Loan File.pdf | Closed Loan File | 1/2/2019 9:58 AM | Justin, Evenson |          |                 |

Resubmit Refresh Close

- Once all loan information is entered correctly, check the **Approve** box and click the **Save** icon in the top right corner of the screen.



- The True & Certify Date will automatically populate.

By clicking on the "Approve" button below, I certify the following:

All information provided in the Minnesota Housing commitment system is true and accurate.

The data that has been entered in the system represents the final loan transaction as approved by the lender and reflected in the loan documents executed at closing.

The loan is in compliance with all applicable Minnesota Housing manuals, policies, and procedures.

All required documents have been executed.

The loan is in compliance with all applicable laws and regulations.

Approve

☒

True & Certify Date

Certifier

**Reminder: you must upload your complete closed loan file within 48 hours of certifying your loan.**